

Tentative Map: Replacement Map			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			***
ENVIRONMENTAL			
PDS REVIEW TEAMS			\$555
STORMWATER			
DEH	SEPTIC/WELL		\$90**
	SEWER		\$90**
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL \$ Varies***			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

** Collect \$90 DEH Review Deposit if the property is on sewer/septic.

*** See Note 4.

Forms are available at: <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

Please follow all notes and instructions carefully to avoid delays in processing.

PART A:

Each item below must be saved as an electronic PDF file on a USB Flash Drive.

---- Tentative Map: (see Note 2).

PART B:

Each item below must be printed on paper, completed and have all required signatures.

---- Tentative Map: **ELEVEN (11)** copies (see Note 3).

[305 Ownership Disclosure](#): **ONE (1)** copy.

[346 Discretionary Permit Application](#): **ONE (1)** copy (see Note 1).

NOTES:

1. **IMPORTANT:**

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if;

An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.

Or, the parcel is owned by two or more registered owners.

Or, not all of the registered owners are signing the PDS-346 form.

Or, the Authorized Agent is not the Financially Responsible Party.

Or, the parcel is owned by a Corporation.

ADDITIONALLY:

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization**.

- Save each complete Study, Report, Map, etc., as an electronic PDF file onto ONE (1) USB Flash Drive. Provide only ONE (1) USB Flash Drive. Submit only the requested files. Files CANNOT have any security restrictions or passwords. Please name each PDF file on the USB Flash Drive based on the

“Title or Type” of document being submitted (examples: Tentative Map, Resource Protection Study, Grading Plan). Please note: the USB Flash Drive will not be returned.

3. Eleven (11) copies of the map. Folded to 8 ½” x 11” with lower right-hand corner exposed.
4. STAFF: Take in with documents and/or money per scoping letter. (On occasion, an applicant will submit a replacement map on his own volition. If this is the case, there will be no scoping letter.)
5. STAFF: Make sure PDS-346 and scope screen in ACCELA reflect the correct RPL number. If necessary, pull folders to obtain correct RPL number.
6. Project goes to local Community Planning Group and/or Design Review Board for recommendation
7. If project is a violation, plans must have Code Compliance Officer’s stamp before accepting the application.
8. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main “Check-In” counter on the first floor.
9. **Office Location and Hours:**
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).